

The Hope Academy

Board of Directors Meeting

Minutes

Meeting Street Campus
Conference Room 3
1000 Eddy Street
Providence, Rhode Island 02905
March 20, 2014
9:00 A.M.

POSTED:

Vice Chair: Mayor Angel Taveras

Present: Mayor Angel Taveras (Director), John M. Kelly (Director), Toby Shepherd (Director and Founder)

1) Welcome

Vice Chair Taveras opened the meeting at 9:00 am and welcomed the Board members. Vice Chair Taveras noted that the creation of The Hope Academy as a Mayoral Charter School serving children from Providence and North Providence is very exciting and he knows Mayor Lombardi shares his enthusiasm for this school and the innovative approach to educating children. The team working on the start-up process has been busy and there are many agenda items to cover and then he asked to get started.

2) Review of Minutes of February 25th meeting and Presentation for Approval

Vice Chair Taveras noted that the minutes were distributed to the Board members in advance and then asked if there were any questions or comments, hearing none, he then asked for a motion to approve the February 25, 2014 minutes.

A motion was made by Toby Shepherd to approve the minutes of the February 25th meeting, seconded by John Kelly and unanimously approved.

3) Lottery and Enrollment Update

Vice Chair Taveras then called on John Kelly to provide an update on the School's Lottery Enrollment process. John referred to the handout which explains the outreach efforts. He noted that we had a

short time frame to accomplish this given the approval timeline and funding (3 weeks); however, we are very pleased with the results. For the first year of student recruitment, we employed a grassroots strategy to engage families in Providence and North Providence and reached out to child care providers in those areas. We also did print and radio advertising, media and on-line outreach along with email blasts to a number of lists, including bloggers on the West Side, East Side and through a number of Associations. Vice Chair Taveras pointed out that most of the targeted outreach childcare sites listed were in Providence sites, with the exception of one and he encouraged a broader outreach next year.

John then noted that we received a total of 55 applications (49 from Providence, 6 North Providence). 8 applicants did not fulfill residency requirements. The lottery process was filmed and documented. Names were picked for each of the 32 slots and the remainder of the names was placed on a waitlist. Families were notified. A total of 28 accepted (26 from Providence, 2 from North Providence). John noted that this fulfills our requirement of 50% enrollment (18 students) for final approval in May. 4 students are outstanding (2 from Providence, 2 from North Providence). The next step will be to go to the waitlist and confirm residency.

4) Presentation of Following Policies for Discussion and Approval

Vice Chair Taveras noted that the following policies were distributed to the Board in advance for review:

- a) Proposed Amendment to Lottery and Enrollment Policy;
- b) Whistleblower Policy; and
- c) Petty Cash Policy

He went on to note that the Lottery and Enrollment Policy was previously approved; however; it has been amended to remove of a sentence referencing the ability to carryover on the waitlist. Toby Shepherd asked if we fill a slot when a student leaves in the middle of the school year. John noted yes and it will be filled from the waitlist. It was noted that the Petty Cash Policy was already adopted in the financial policies; however, out of an abundance of caution, we also wanted to adopt it as a separate policy.

A motion was made by Toby Shepherd to approve:

the Lottery and Enrollment Policy as amended;
the Whistleblower Policy; and
the Petty Cash Policy

The motion was seconded by John Kelly and unanimously approved.

5) Update and Discussion of Start-up Activities

Vice Chair Taveras invited Board member John Kelly to inform the Board about the activities related to the Start-up process. John reported that we were awarded a \$94K Charter Start- Up Grant for the planning. At the final approval, we expect to receive an award of \$299,950 for implementation. Contractors will be hired for the implementation process. The website is up and running and there

is continued outreach underway. We are currently recruiting for support staff roles (Operations Manager and Administrative Assistant).

6) Presentation of Temporary Facility Plan and corresponding Lease Agreements for Discussion and Approval

Vice Chair Taveras informed the Board that the Hope Academy will be leasing two classrooms for the 2014/2015 school year. The proposed lease agreements were distributed to Board members in advance. John explained that the initial location for The Hope Academy had some environmental issues which is the reason why we are leasing classrooms. In 2009, we leased classrooms to Mariposa for their Universal Pre-K. The lease terms, which we are proposing for one year, will be the same as the Mariposa lease, with the exception of the increase in the price because of expenses. John Kelly asked to recuse himself from this discussion and vote.

A motion was made by Toby Shepherd to approve the Temporary Facility Plan and corresponding Lease Agreements as presented, seconded by Vice Chair Taveras and unanimously approved. John Kelly did not vote.

7) Presentation of Proposed Staffing for Discussion and Approval

Vice Chair Taveras noted that starting a school from scratch can take an enormous amount of resources. He then opened the discussion about the School's staffing structure for the opening of the two Kindergarten classrooms for the fall 2014/2015. John referred to the handout of the organization chart. He noted that staffing was previously discussed with Chair Lombardi. We are recommending that The Hope Academy contract with Meeting Street for a Superintendent for 10 hours a week - straight cost, salary plus benefits for the first year, no administrative costs. Moving forward, we would hire an Assistant Head of School or Team Leader. John then disclosed that the Superintendent, Margaret Knowlton, is his sister and was previously hired as the Head of School at Meeting Street with Board input and approval. He noted that the Meeting Street Head of School does not report to him, she reports directly to the COO and Board Chair, he further noted that Meeting Street was comfortable with this arrangement with Hope. John then recused himself from any further discussion on this matter.

A motion was made by Toby Shepherd to approve the proposed staffing model and contracting to engage a Superintendent for 10 hours a week, seconded by Vice Chair Taveras and unanimously approved. John Kelly did not vote.

8) Presentation of Corporate Banking Resolutions authorizing opening and operation of The Hope Academy banking accounts for Discussion and Approval

Vice Chair Taveras noted that the Hope Academy would be receiving funds to support the operation of the school and that we will need a secure bank account. Citizens Bank has been recommended as the corporate depository.

A motion was made by Toby Shepherd to authorize the opening and operation of The Hope Academy banking accounts with Citizens Bank, seconded by John Kelly and unanimously approved.

9) Discussion and Approval of 2014-2015 Operating Budget

Vice Chair Taveras noted that the Rhode Island Department of Education requires that the school provide a five year projected operating budget. The Board received the budget in advance of this meeting.

A motion was made by Toby Shepherd to approve the 2014-2015 Operating Budget as presented, seconded by John Kelly and unanimously approved.

10) Discussion regarding Future Agenda Items

Vice Chair Taveras invited the Board to make recommendations for future agenda items and John Kelly noted the following future agenda items:

Performance Management Agreement between The Hope Academy and Meeting Street
D & O Insurance
Future Policies such as:

- Fire, Evacuation & Lockdown Drills
- Affirmative Action-Equal Opportunity Employment
- Drug-Free Workplace
- Sexual Harassment (This one needs some formatting assistance)
- Anti-Discrimination/Anti-Harassment Policy and Grievance Procedure (needs formatting work)
- Zero Tolerance for Weapons
- Student Health Services and Requirements (Note the use of school nurse teacher)
- Student Records Access

11) Board Schedule

Vice Chair Taveras noted that the next meeting for the Board of Directors for The Hope Academy will take place on Thursday, April 10th at 2:00 P.M. at North Providence Town Hall.

12) Adjournment

Vice Chair Taveras asked for a motion to adjourn. A motion was made by Toby Shepherd, seconded by John Kelly and unanimously approved.

Any changes in the minutes will be posted on The Hope Academy's website, The Hope Academy's principal place of business, and will be electronically filed with the secretary of state at least forty-eight (48) hours in advance of the meeting.

Respectfully submitted,

Errica Varela
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Secretary Pro Tem